

The Administrator or designee will provide the following public information about a former or current employee to a prospective employer of that employee: employment history, classification, pay grade and step longevity, gross salary and salary history, status, and workplace. In addition, upon receiving written authority from the employee, the Administrator or designee may provide information relative to the employee's job performance, professional conduct, or evaluation. Neither the Board of Directors nor its Administrator may be held civilly liable for the disclosure or the consequences of providing the information, so long as the information was provided in good faith.

Idaho Arts Charter School (IACS) will not provide prospective employers with copies of a current or former employee's personnel file. The employee is responsible for requesting a copy of his/her personnel file and forwarding it to the prospective employer.

Any and all information regarding a substance abuse testing program will be held confidential by IACS.

IACS will not maintain a blacklist, or notify any other employer that any current or former employee has been blacklisted by IACS, for the purpose of preventing the employee from receiving employment.



**LEGAL REFERENCE:**

Idaho Code Sections  
9-340C(1)  
44-201  
72-1712

**ADOPTED:** October 11, 2010

**AMENDED:**